

The City of Norman Historic District Commission <b>APPLICATION FOR CERTIFICATE OF APPROPRIATENESS</b>		<b>Staff Only Use:</b> HD # _____ Date _____ Received by: _____	
<b>Note:</b> Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office. 405-366-5311			
<b>Address of Proposed Work:</b>			
<b>Applicant's Contact Information:</b>			
Applicant's Name:			
Applicant's Phone Number(s):			
Applicant's E-mail address:			
Applicant's Address:			
Applicant's relationship to owner:		<input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input type="checkbox"/> Other:	
<b>Owner's Contact Information: ( if different than applicant)</b>			
Owner's Name:			
Owner's Phone Number(s):			
Owner's E-mail:			
<b>Project Description: (List each item of proposed work. Work not listed here will not be reviewed)</b>			
<b>Authorization:</b> I hereby certify that all statements contained within this application, attached documents and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer.			
<b>Property Owner's Signature:</b>			<b>Date:</b>
<input type="checkbox"/> (If applicable): I authorize my representative to speak in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.			
<b>Authorized Representative's Printed Name:</b>			
<b>Authorized Representative's Signature:</b>			<b>Date:</b>

The City of Norman Historic District Commission  
**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

**Application Submittal Procedures**

Exterior alterations to structures and property located within the Chautauqua and Miller Historic District require a Certificate of Appropriateness (COA) before construction can commence. Examples of work that may require a COA are: fence installation, window and door replacement, installation of driveways, parking pads or sidewalks, relocation of structures, additions, demolition, alterations to the exteriors and new construction. Please check with the Historic Preservation Officer (366-5392) to determine if you need a COA, before commencing construction.

**Application Submittal Steps:**

<b>Step 1</b>	Review guidelines for proposed work in the Historic Preservation Handbook which is available at City of Norman website: ( <a href="http://www.normanok.gov/planning/historic-preservation">http://www.normanok.gov/planning/historic-preservation</a> ) or by calling 405-366-5392).
<b>Step 2</b>	Contact Historic Preservation Officer to discuss proposed work at (405-366-5392) or <a href="mailto:anaïs.starr@normanok.gov">anaïs.starr@normanok.gov</a>
<b>Step 3</b>	Submit the following items by <b>12:00 p.m.</b> on the deadline date. (See attached calendar):
	<input type="checkbox"/> <b>Completed Application Form</b>
	<input type="checkbox"/> <b>Application Fee of \$75</b>
	<input type="checkbox"/> <b>Copy of Property Deed to demonstrate ownership</b>
	<input type="checkbox"/> <b>Application Checklist</b>
	<input type="checkbox"/> <b>All Required Supporting Documents (as described in the checklist)</b>

**COA Application Review Process:**

	<ul style="list-style-type: none"> <li>➤ A complete COA application with supporting documents is required to properly review a project and must be received by the deadline (See attached calendar). Lack of sufficient documentation and descriptive material will delay your application. It is recommended that you submit your completed application and supporting documentation a few days prior to the deadline date. This will allow staff time to review the file and if necessary request additional documentation prior to the deadline. Incomplete applications will not be forwarded to the Historic Commission for review.</li> <li>➤ If a COA is approved at the Historic District Meeting, the COA will be issued at the end of the 10 day appeal period. Work cannot commence until the COA is issued.</li> <li>➤ If the COA is granted by Administrative Bypass, the Historic Preservation Officer will issue a COA and work can commence immediately.</li> <li>➤ Applicants need to check with the City of Norman Development Services for additional permits and regulations that may be needed for proposed work (405)366-5313.</li> <li>➤ Please contact Anaïs Starr, Historic Preservation Officer, if you have questions (405)366-5392 or <a href="mailto:anaïs.starr@normanok.gov">anaïs.starr@normanok.gov</a>.</li> </ul>
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The City of Norman Historic District Commission  
**Application Checklist**

**This checklist must be submitted with the COA application form along with supporting documents.**

<b>Intent:</b>	The purpose of documentation is to illustrate what the property looks like NOW, what is proposed, and what the property would look like AFTER proposed work is completed. Drawings need to clearly illustrate existing conditions and proposed conditions. Staff will review application submittal and may request additional documentation if necessary. Therefore, it recommended that you submit your applications several days prior to the deadline to ensure you have a complete application by deadline. Incomplete applications will not be forwarded for review by the Historic District Commission. Please contact staff to discuss project before submitting application (405)366-5392.
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**Drawing Standard: All drawings must contain the following items at a minimum**

- ☐ Scale
- ☐ North Arrow/Directional reference
- ☐ Dimensions of elements
- ☐ Property Lines/easements/right of ways
- ☐ Specifications of Materials

**Minimum Required Document - Consult typical project requirements box for documents required for proposed work:**

**Typical project – document(s) requirement:**

<input type="checkbox"/> Fence Installation/Replacement . A, B, C, D	<input type="checkbox"/> Window/Door Replacement- A, B, D, E
<input type="checkbox"/> Storage Building, Accessory Structures . A, B, C, D, F	<input type="checkbox"/> New Construction . A, B, C, D, E, F, G
<input type="checkbox"/> Driveways, Parking, Paved areas - A, B, C, D, F	<input type="checkbox"/> Additions/Demolitions- A, B, C, D, E, F, G
<input type="checkbox"/> Decks-A, B, C, D, E, F	<input type="checkbox"/> Alterations to exterior . A, B, C, D, E, G
<input type="checkbox"/> Swimming Pools, Storm Shelters - A, B, C, D, E, F	

☐ **A. Project Description (page 1)** – A written description of each proposed work item must be provided on page 1 of this application in order to be considered. Additional pages may be attached to provide room for more items/details.

☐ **B. Documentation of Existing Conditions** . Documentation of the appearance, condition and dimensions of any existing materials to be replaced or altered must be submitted.

☐ **C. Site Plan** . Show existing structures and site elements as well as proposed structures and site elements. The following elements should be included on a site plan:

<input type="checkbox"/> Buildings, garages, sheds
<input type="checkbox"/> Fences, walls
<input type="checkbox"/> Sidewalks, driveways, parking pads
<input type="checkbox"/> Patios, decks, Swimming pools, etc.
<input type="checkbox"/> Trees (see F Tree Preservation Plan)

Note: Additions and New Structures need to show adjacent property structures and site elements on the site plan.

☐ **D. Illustration of the proposed design and materials** - Photos, drawings and/or samples must be provided to illustrate the design of the work proposed as well as the proposed materials to be used. Provide for all elements that are applicable for work requested:

<input type="checkbox"/> Exterior materials <input type="checkbox"/> Doors <input type="checkbox"/> Foundation materials, dimensions <input type="checkbox"/> Roof, chimneys, roof ridgeline, turbines, gutters	<input type="checkbox"/> Architectural Elements <input type="checkbox"/> Windows <input type="checkbox"/> Steps, ramps, railings <input type="checkbox"/> Fences or walls
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☐ **E. Elevation drawings and floor plans indicating existing and proposed features:**

<input type="checkbox"/> Exterior materials <input type="checkbox"/> Doors <input type="checkbox"/> Foundation materials, dimensions <input type="checkbox"/> Roof, ridgeline, chimneys	<input type="checkbox"/> Architectural Elements <input type="checkbox"/> Windows <input type="checkbox"/> Porches, stoops, gutters <input type="checkbox"/> Steps, ramps, railings
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☐ **F. Trees Preservation Plan showing** – to be included on site plan. Show existing large shade trees 8+in diameter or greater and existing ornamental trees greater than 4+in diameter. Description of how existing trees will be protected during construction. Any trees proposed to be removed must be indicated.

☐ **G. Additional Documents for New Construction or Additions:**

<input type="checkbox"/> Front elevation drawing of existing house and proposed addition along with neighboring properties structures shown	<input type="checkbox"/> Floor height of proposed house addition, comparison to adjacent properties
<input type="checkbox"/> Color Photos of site- front, side and rear	<input type="checkbox"/> Total height of proposed house or addition, comparison to neighboring structures
<input type="checkbox"/> Site Plan to include structures, pavement, trees of neighboring properties	<input type="checkbox"/> Elevation drawings of each façade of proposed house or addition
<input type="checkbox"/> Topographical information if proposing to change grades of site	<input type="checkbox"/> Floor Plans

Revised:  
1/14/2015  
AIS